



2015 GUIDELINES AND RULES

General Guidelines

The Hartsville Christmas Parade Committee welcomes your application for the 2015 parade!

The parade will begin at **10:30 a.m. on Saturday, Dec. 12, 2015.**

Entries are limited to 75 units based upon established entry criteria. The City of Hartsville reserves the right to accept or deny any application for entry or to request revisions for designs or plans of any entry accepted.

The parade will go on rain or shine. This is an “all forward motion” parade. Performing groups must choreograph routines to maintain a forward motion at the parade pace.

Safety rules

Safety must be a foremost priority of all parade entrants.

- Parade participants may not jump onto or off of any float or moving vehicle in the parade, and may not interfere with any unit in the parade.
- Throwing items, including candy, is strictly prohibited. It is acceptable to give out approved items (please list on application), unless it interferes with the flow of the parade.
- Alcohol consumption is prohibited before and during the parade.
- A fire extinguisher must be within reach of all float drivers.

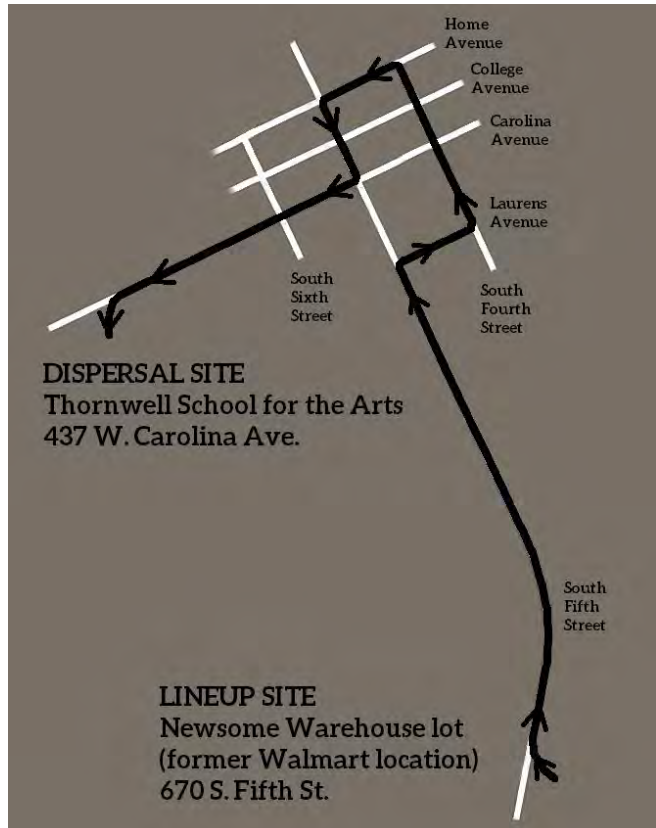
Lineup site, parade route, dispersal site

The parade will have a slightly altered route this year. Entries will line up at the Newsome Warehouse lot, 670 S. Fifth St.

The parade will travel towards downtown on South Fifth Street before turning right onto Laurens Avenue, just before Applebee's. The route then turns left onto S. Fourth St. and proceeds to E. Home Ave., where it turns left again. It then turns left on N. Fifth St. and right onto W. Carolina Ave.

The dispersal site will be Thornwell School for the Arts, 437 W. Carolina Ave. Float riders may be let out in the school's circular drive.

For floats, **please do not attempt to break down in the drive or on the street on Carolina Avenue**, as this will block up the parade units coming in behind you. Please travel back to the lineup site at Newsome to break down your float.



Participant rules

- Children walking with floats must be at least 12 years old.
- Children less than the age of 12 must remain seated and on the float at all times during the parade, and must be closely supervised by an adequate number of adults.
- No entry may include any person dressed as or representing Santa Claus.

Entry Design Rules

- All units must be designed and decorated to reflect the parade's Christmas theme and must be constructed in a manner which is safe for all participants and spectators. The City may deny entry to specific units at the lineup site which fail to conform to guidelines. Undecorated vehicles will not be allowed to participate in the parade.
- A vehicle bearing the name of a business will not qualify as a parade entry unless it is fully decorated.
- Units should be designed to withstand elements such as rain or wind gusts.

Rules for Floats, Motorized Vehicles and Motorcycles

- All **custom floats** must be built on a trailer or flatbed with at least 2 axles, pulled by a separate vehicle unless self-propelled. Custom float entries must provide their own tow vehicle. A description of both the float and tow vehicle, including a photo or sketch of all entry elements as well as overall float dimensions, must be included with the entry design information. The tow vehicle must be decorated so that the entire unit has a coordinated appearance and the trailer hitch or attachments must be secure and checked prior to the parade.
- An **individual vehicle** is not eligible to participate unless it is unique (i.e. recognized classic or antique car). Trucks are only used to pull floats. All vehicles and riders are required to have holiday decorations. Because of safety and insurance requirements, persons are prohibited from riding in the bed of a pickup truck or on the sides or hood of a vehicle.
- **Motorcycles, bicycles, and mini-cars** are only accepted when part of an organization.
- Proof of insurance for all motorized vehicles is required with the entry's application.
- All drivers in motorized groups must provide their driver's license number and state of issue, along with a copy of the driver's license.

Horses and other Animals

- Because of safety and insurance requirements, only organized equestrian units with trained horses and experienced riders will be considered for participation. Riders must maintain a slow pace at all times.
- All animals must be on some form of restraint.
- Any unit with animals is entirely responsible for cleaning after the animals during the parade or having animals diapered. Remember units will be walking, marching and performing behind you.



Submit form (this page and next) to:
PO Drawer 2497 – Attn: Jessica Cohen · Hartsville, SC 29551 ·
Phone 843.383.3015 · Fax 843.339.2869 · jessica.cohen@hartsvillesc.gov

2015 ENTRY APPLICATION

This application and the applicable fee(s) must be submitted by **Nov. 20, 2015**.
All fees are Non-Refundable. The 2015 Hartsville Christmas Parade is scheduled
for **Dec 12, 2015 at 10:30 a.m., rain or shine.**

PLEASE NOTE: Submission of an application is not acceptance into the parade. Applications will be reviewed for acceptance, and notification will be given by **Dec. 7, 2015**.

APPLICANT INFORMATION

Organization _____

Primary Contact Person _____

Telephone _____ Email _____

Alternate Contact _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Tag number(s) of vehicle(s) (continue on back if needed) _____

Driver's License state(s) and number(s) (continue on back if needed, attach copies) _____

TYPE OF ENTRY

___ Float (please check one of the two choices listed below)

___ We will provide our own float and tow vehicle ___ We are renting a decorated float

___ Motorized Unit (please specify) _____

___ Walking/Pedestrian Unit (please specify) _____

___ Animals (please specify) _____

___ Other (please specify) _____

ENTRY INFORMATION

Name of entry (float theme, personality, costumed character, etc.) _____

Number of individuals participating in your entry _____ Number of vehicles participating _____

Does your entry have a performance or musical aspect? _____

Item(s) that you would like to hand out on both sides of the parade route (i.e. candy, coupons, literature)

*Must be approved by City of Hartsville staff. **Items may only be handed out, not thrown.** You may be asked to stop giveaways if it interferes with the parade flow. _____

CHECKLIST FOR REQUIRED ENCLOSURES - Check each required item which has been attached to the application.

- ___ Entry Design Information (basic description of unit and drawing or photo, if applicable, including costumes)
- ___ Entry Fees for each unit
- ___ Proof of Insurance for the unit
- ___ Copies of driver's licenses for all drivers

PARTICIPATION FEES – Please make checks payable to the City of Hartsville.

- ___ \$30 Entry Fee for nonprofit organizations if multiple units: \$30 each
- ___ \$50 Entry Fee for Business/Commercial entries
- ___ Received after Nov. 20, 2015 - will be charged a \$20 late fee

GENERAL RELEASE OF CLAIMS - Please read and sign below:

- All decisions made by staff concerning parade participation are final. Entries not in full compliance with rules will not be accepted.
- All fees are non-refundable.
- The parade will begin exactly at 10:30 a.m. and cannot be delayed.
- Everyone affiliated with this parade including staff, all volunteers, and others associated with this parade are not responsible for any injury, lost items, or damages occurring before, during, or after the parade. Therefore, they cannot be held liable for any of the above.

I have read the rules and understand them completely. I further understand that if I fail to comply with all of the guidelines and rules for participation that my entry will be removed from the parade lineup.

I also understand and recognize the risk of physical injury inherent in participating in a parade, and I am willing to assume those risks. I agree not to hold the City of Hartsville, or any team member, volunteer, or sponsor of the event responsible for any accidents, losses, or illnesses sustained or contracted by my participants or myself while attending or participating in any activity associated with the Hartsville Christmas Parade.

I also understand that payment is due in full along with any other requirements set forth. I agree to follow all rules, regulations, and guidelines set by the City of Hartsville along with having a positive attitude and ethical behavior, so that the parade will run smoothly and professionally. I fully agree that by not adhering to any or all of the above will cause me, my participants, and/or our unit to be removed from the parade.

I also agree that I am fully responsible for my entire unit, including but not limited to animals, vehicles, props, and children. I am responsible for any action taken or caused by my unit.

My signature on this Parade Entry Form is evidence that I agree to all rules and will abide by them.

Authorized Representative (please print) _____

Signature _____ Date _____

APPLICATION/ENTRY FEE DEADLINE: NOV. 20, 2015